



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY NORTH ATLANTIC TREATY ORGANIZATION  
UNIT 21420  
APO AE 09705-1420

ACRM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USANATO Command Policy Letter 24, Government Travel Card

1. Reference the DOD Financial Management Regulation, Volume 9, chapter 3, August 2005.
2. Commanders and other leaders must ensure that Soldiers and civilian employees use the Government Travel Card (GTC) responsibly. This includes ensuring that cardholders understand their responsibility to pay all debts when due.
3. Commanders must take action to prevent delinquent payments. Delinquency standards are measured monthly on the Army Aged Analysis Report, in which delinquency is measured against charges that are considered 60 or more days overdue to the GTC contractor. To prevent delinquencies, commanders will—
  - a. Appoint agency program coordinators (APCs) to monitor the use and delinquency status of GTCs. APCs will use transaction activity reports of the Electronic Account Government Ledger System (EAGLS) (an online GTC maintenance system) to review cardholder transactions at least monthly. This review helps ensure that the GTC is being used only for official expenses related to temporary duty (TDY) travel.
  - b. Deactivate delinquent GTCs and GTCs that are being used inappropriately.
  - c. Administer appropriate disciplinary action for delinquencies and inappropriate GTC use.
  - d. Follow-up on all delinquent accounts. Verbal follow-up is acceptable for overdue accounts that are not considered delinquent. Accounts that are 60 or more days overdue are considered delinquent and require monthly written follow-up with the delinquent cardholder until the delinquency is fully repaid to the GTC contractor.
4. Commanders and other leaders must emphasize the need to prevent the abuse and delinquency of GTCs by—
  - a. Checking to see how often the applicant travels before approving an application. A GTC may not be appropriate for individuals who travel no more than twice a year.
  - b. Ensuring cardholders are briefed at least annually on the proper use of the GTC and their responsibility to pay debts when due.
  - c. Requiring cardholders use the split-disbursement option on travel vouchers to specify the portion of the travel settlement that should be sent directly to the GTC contractor.

*This letter is available at <http://www.usanato.army.mil>.*

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- d. Helping cardholders in a travel status for more than 30 days file interim travel settlements.
  - e. Requiring unit APCs to screen GTC transactions each month for unauthorized purchases and delinquencies.
  - f. Ensuring that personnel are financially prepared to deploy or make a permanent change of station (PCS). This means ensuring that personnel know their options for obtaining funds and paying bills after their GTC is deactivated.
  - g. Ensuring unit in- and outprocessing procedures require all cardholders to process through the unit APC.
- (1) When individuals begin clearing for a PCS, their accounts should be deactivated to prevent delinquencies. Follow-up collection efforts remain the responsibility of the subordinate command for accounts that are delinquent after the GTC cardholder departs the command until he or she transfers to a new unit's hierarchy.
- (2) Soldiers and civilians separating or retiring from service should have their GTC deactivated and the GTC confiscated and destroyed by the APC. This should be done before the individual leaves active Army or Government civilian service status.
5. By ensuring that our personnel use the GTC properly, we can support the Army's standard for reducing delinquencies.



DAVID D. McKIERNAN  
General, USA  
Commanding

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